

## WiSACWIS Update Notice Trust Accounts

Trust Account functionality in WiSACWIS will be modified for build 3.7 that is scheduled for release on February 24, 2003. Currently, each child may have one open dedicated and one open general trust account. This functionality is being modified to allow each child to have one open dedicated and one open general trust account for each county. In situations where a child may transfer between counties, this new functionality will allow each county to open and manage trust accounts for the child.

### Summary of Changes

#### **Trust Account window – Benefit Record tab**

The Application Date field – The Application Date field will not be a required field.

The Type field – Interest will be added as an option for benefit type.

The Bank field – The Bank field will default to the bank associated with the county of the worker creating the trust account.

The screenshot shows the 'Trust Account' window with the 'Benefit Record' tab selected. The window is divided into three main sections: 'Person/Worker Information', 'Trust Account Benefit Record', and 'Maintain Benefit Record'. Callouts point to specific fields: 'The Type field.' points to the 'Type' column in the 'Trust Account Benefit Record' table; 'The Application Date field.' points to the 'Application Date' field in the 'Maintain Benefit Record' section; and 'The Bank field.' points to the 'Bank' field in the 'Person/Worker Information' section.

**Person/Worker Information**

Name: Delta Mia    SSN Child: - -    Trust Acct #: 9221007     General  
Case: Mama Mia    SSN Case: - -    Closed Date: 01/28/2003     Dedicated  
Worker: Caitlin Cake    Phone: ( ) -    Bank: Firstar - Clark - General 5541215451354

**Trust Account Benefit Record**

Type	Claim #	Appl. Date	Rjct. Date	Effct. Date	Amount	Closing Date
SSI - Federal	- -	00/00/0000	00/00/0000	05/01/2002		00/00/0000
Interest	- -	00/00/0000	00/00/0000	00/00/0000		00/00/0000

**Maintain Benefit Record**

Type: SSI - Federal    Rejection Date: 00/00/0000    Closing Date: 00/00/0000  
Claim Number: - -    Effective Date: 05/01/2002    Personal Needs Deduction: \$ .00    Periodic days: 0    EFT Deposit:   
Application Date: 00/00/0000    Amount: \$ .00  
Benefit is available for All Outstanding cost of care expenses  
Description:

## Trust Account window – Ledger tab

Outstanding Cost of Care field – The Outstanding Cost of Care field will be added to display the outstanding cost of care for the participant, case, and county. The total displayed will be calculated based on the county’s approved non-canceled payments.

Save As button – Users may download the Transaction Ledger Listings information to a spreadsheet by clicking the Save As button. Upon clicking the Save As button, the spreadsheet Save As window displays allowing the desired file destination to be selected. All transaction records associated with the selected trust account will be transferred to the spreadsheet.

Reversals checkbox – A Reversals checkbox will be created to back out reimbursement withdrawals. The checkbox is available for all batch reimbursement withdrawals for all benefits. However, it is not available for deposits and other methods of withdrawals. After selecting the reimburse checkbox on the window the system will then insert a positive row to offset the withdrawal row. The detail on the reversal will state ‘Prior Period Reversal’. In addition, the associated payment rows will increase by an equal amount. The reimburse check box will be hidden for all entries that are positive.

Close/Open Acct button – The Close/Open Acct. button will now be **two** separate buttons that are displayed and enabled at separate times when certain conditions exist. Users with update access to the Trust Account window will now have the ability to **re-open** a closed Trust Account in WiSACWIS by selecting the Open Acct. button if Cost of Care = \$0.00 and no other account exists for this child, case, and county. The Close Acct. button will only be enabled when a Trust Account worker accesses the Ledger tab of the open Trust Account window and Cost of Care = \$0.00 and the total Current Balance = \$0.00.

The screenshot shows the 'Trust Account' window with the 'Ledger' tab selected. The window is divided into several sections: 'Person/Worker Information', 'Account Information', 'Transaction Ledger Listing', and 'Maintain Ledger Record'. Callouts point to specific features:

- The Outstanding Cost of Care field.** Points to the 'Outstanding Cost of Care' field in the 'Account Information' section, which displays '\$0.00'.
- The Close/Open Acct button will display as Open Acct or Close Acct based on account conditions.** Points to the 'Open Acct' and 'Save As' buttons in the 'Account Information' section.
- The Save As field.** Points to the 'Save As' button in the 'Account Information' section.
- The Reversal checkbox will display when option is available.** Points to the 'Rever' checkbox in the 'Transaction Ledger Listing' table.

**Person/Worker Information**

Name: Delta Mia SSN Child: - - Trust Acct #: 9221007 General  
Case: Mama Mia SSN Case: - - Closed Date: 01/28/2003 Dedicated  
Worker: Caitlin Cake Phone: ( ) - Bank: Firstar - Clark - General 5541215451354

**Account Information**

Current Balance: \$0.00  
Outstanding Cost of Care: \$0.00

**Transaction Ledger Listing**

Date	Type	Amount	Detail	ID	Benefit	Description	Rever
1/27/2003	Withdrawal	(\$50.00)	Manual Check		Interest		

**Maintain Ledger Record**

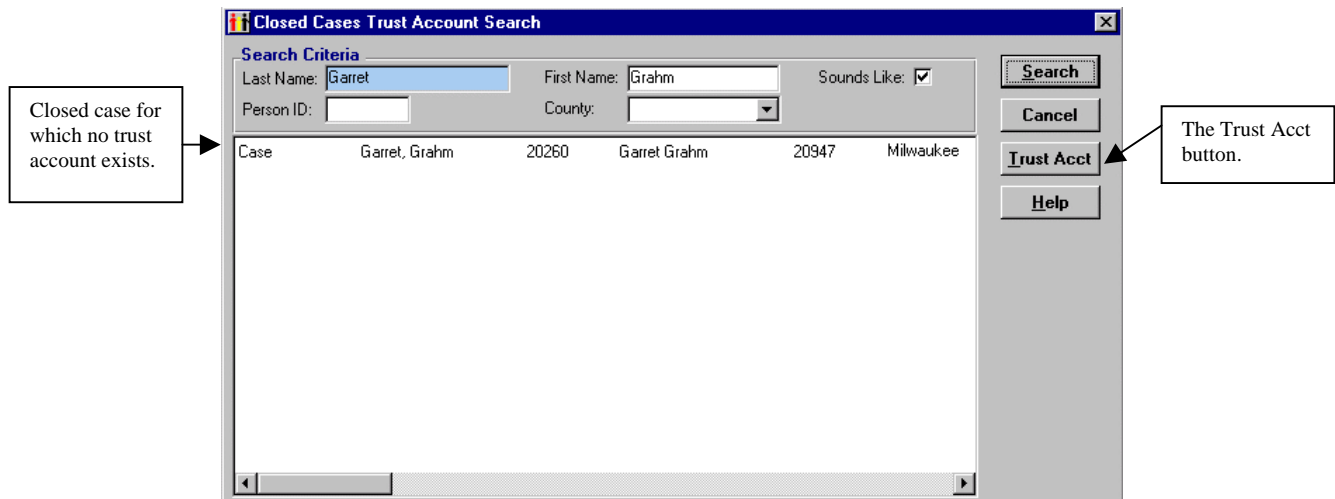
Date: 01/27/2003 Amount: \$-50.00 Check ID: Benefit Type: Interest  
Type: Withdrawal Detail: Manual Check Description:

## Check Disposition window

The check disposition window is used to document the disposition of a check after it has been printed but has not cleared the treasury. When the status of a payment is changed and the new disposition does not equal 'Cleared' and has been saved, the system will back out any reimbursement withdrawals associated with the cancelled payment. The trust account ledger will be updated by the system to reflect the cancelled payment. A GroupWise message will be sent to the Trust Account Manager to notify them that the check has been cancelled.

## Closed Cases Trust Account Search window

The Closed Cases Trust Account search window allows workers to search for general trust accounts in the database for closed cases. This window also allows workers to create a general trust account if one does not exist for the closed case. Workers will not be able to create a new general trust account if one already exists for that case, child, and county. WiSACWIS displays the results in rows of data. The worker enters basic criteria contained within the search criteria group box and clicks the Search button to perform the search. The database is searched for data that meets the search criteria entered and the results of the search are returned and displayed on the Closed Cases Trust Account Outliner. The results will be returned in two parts: first, all cases not associated with a general trust account and second, existing general trust accounts. This window is accessed through the main menu by selecting Maintain > Financial Download > Trust Accounts.



When a closed case is returned during the search, selecting the Trust Acct button will open the trust account window. This allows workers to complete trust account information for cases that have been closed and do not have existing trust accounts.

**Trust Account**

**Person/Worker Information**

Name:  SSN Child:  Trust Acct #:   General  
 Dedicated  
Case:  SSN Case:  Closed Date:   
Worker:  Phone:  Bank:

Benefit Record | Ledger

**Trust Account Benefit Record**

Type	Claim #	Appl. Date	Rjct. Date	Effct. Date	Amount	Closing Date
-	-	00/00/0000	00/00/0000	01/30/2003		00/00/0000

OK  
Cancel

**Maintain Benefit Record**

Type:  Rejection Date:  Closing Date:   
Claim Number:  Effective Date:  Personal Needs Deduction:  Periodic days:  EFT Deposit:   
Application Date:  Amount:   
Benefit is available for   
Description:

### Non-WiSACWIS Benefits window

The Non-WiSACWIS Benefits window allows workers to record and delete trust funds received for non-WiSACWIS children and is accessed by selecting Maintain > Non-WiSACWIS Benefits. This information could then be reported to BFS. The only money recorded on this window is for children who are known to be FFP. HRSR/BFS staff could select a particular county or all counties based on what is selected in the View By field and/or select records from a particular date specified in the View Records After field and download this information by using the Save As command button. This action will bring the user into the spreadsheet Save As window where the desired file destination is input. After saving the selected data, the user is returned to the Non-WiSACWIS Benefits window.

**Non-WiSACWIS Benefits**

Search Criteria  
View By:  View Records After:

OK  
Cancel  
Insert  
Delete  
Save As

**Non-WiSACWIS Benefits**

Date Created	Last Name	First Name	SSN	County	Date Received	Ar
00/00/0000			- -		00/00/0000	